



WHAT'S NEW FOR BACKGROUND CHECKS

2.20.2017

Online Consent Form

- A paper consent form is no longer required – it has been replaced by the new Online Background Check Consent Form.
- Every applicant for the state and federal background checks must complete the Online Background Check Consent Form.
- The form is automatically uploaded to the Arkansas Department of Education's database. Therefore, it is no longer necessary to complete the paper form and return it to the Department of Education.
- **School districts and education service cooperatives** – you no longer need to upload consent forms to the Department of Education. Instead, your applicants must complete the online consent form.
- Each applicant who completes the Online Background Check Consent Form will **print the form*** and bring it to the fingerprinting location.

**The consent form may also be downloaded onto a mobile device.*

Reasons for Fingerprinting

The drop down choices for reasons for fingerprinting have been renamed as follows:

- *EDUC Employment (Classified)*
- *EDUC Employment (Fiscal Officer*)*
- *EDUC Employment (Substitute Teacher)*
- *EDUC Licensed (Teacher) Transfer of Employment*
- *EDUC Teacher (Licensure, Renewal, Lifetime)*
- *EDUC Teacher (Pre-Service)*

*"Fiscal officer" means any licensed or nonlicensed employee of an educational entity who has any right, duty, or responsibility to access funds of an educational entity in excess of five thousand dollars (\$5,000), specifically including without limitation superintendents, fiscal officers, and bookkeepers

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New Live Scan Locations

The Department of Education has placed live scan equipment at the following school districts. These districts have agreed to conduct live scan fingerprinting for nearby school districts also:

- Bryant School District
- Jacksonville/North Pulaski School District
- Little Rock School District
- Mountain Home School District
- North Little Rock School District
- [REDACTED]

(Please contact the school district for an appointment)

Helpful Information

■ New features on our web page for Background Check Requirements:

➤ *Step-by-Step Instructions for:*

- *Employers Paying for the State/Federal checks*
- *In-State Applicants Paying for the State/Federal checks*
- *Out-of-State Applicants Paying for the State/Federal checks*
- *Child Maltreatment Central Registry check*

➤ *Rejected Fingerprints*

➤ *Privacy Rights and Record Correction*

➤ *Revised FAQs*